



Development Permit Application

All projects within the city limits and extraterritorial jurisdiction must comply with the City of Oak Ridge North design standards as outlined in Chapter 70 of the Code of Ordinances and Chapter 14, Article 12 and 13 of the Code of Ordinances. The required copies of the plans as set forth below and all supporting documents, must accompany the application. Plan review and permit fees are based on the project valuation (excluding the building). The plan review fee is 1/2 of the permit fee or cost of the engineer review fees as set out in the schedule of fees adopted by city council and is required at time of submittal. The remaining fees are due at permit issuance. Permit fees may be found on our Fee Schedule.

Please complete and submit the application and all necessary accompanying forms to the permit office located in City Hall at the address located at the bottom of this page. **Submitting an incomplete application will result in the application being denied.** The applicant will receive the City’s written comments, and notification of any additional requirements, within 20 business days.

Please identify if project is located in:

CITY LIMITS _____ **or EXTRATERRITORIAL JURISDICTION** _____

SUBMITTED BY: _____ DATE: _____

(Company Name)

DELIVERED BY: _____

(Please Print)

PHONE NUMBER: _____

PROJECT LOCATION			
911 Assigned Address:			
Subdivision:	Lot:	Blk:	Sec:
Provide survey name & # if outside a subdivision:	Abstract:	Acreage:	
Zoning classification:	Valuation:		
PROJECT INFORMATION			
Brief description of work:			
Proposed use of property and buildings within property:			

City of Oak Ridge North

27424 Robinson Road • Oak Ridge North, Texas 77385

(832)381-3301 • Fax (281) 367-7729

ENGINEER INFORMATION		
Name:	Phone:	Fax:
Address:		
Email:		
OWNER INFORMATION		
Name:	Phone:	Fax:
Address:		
Email:		
CONTRACTOR INFORMATION		
Name:	Phone:	Fax:
Address:		
Email:		
POINT OF CONTACT INFORMATION		
Name:	Phone:	Fax:
Title:		
Address:		
Email:		

ITEMS REQUIRED BEFORE PERMIT SUBMITTAL WILL BE PROCESSED:

1. Minimum of 1 PDF set of the engineering plans are required for commercial developments. Plans must show all items on the attached checklists, drainage calculations, detention, existing and proposed elevations, parking lots, water mains, and sewer mains. Email submittal package to permits@oakridgenorth.com.

SUBMITTAL CHECKLIST

Please make sure all of the following information is included on the plans or addressed in the submittal. The plans shall show the following items.

APPLICANT _____ LOCATION _____

APPLICANT SHALL CHECK OFF ALL ITEMS SUBMITTED. ITEMS NOT CHECKED WILL NEED A DETAILED EXPLANATION ON WHY IT WAS NOT SUBMITTED.

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1. GENERAL INFORMATION

- _____ a. All plans shall be signed and sealed by a licensed professional engineer licensed to practice in Texas.
- _____ b. Provide copies of Texas Department of Transportation permits (If required).
- _____ c. Provide copies of Montgomery County Drainage District 6 approval (If required).
- _____ d. Provide copies of South Montgomery County Municipal Utility District approval (If required).
- _____ e. Show all easements on the plans.
- _____ f. Identify the boundaries of the site plan (includes bearings and distances).
- _____ g. Show the location of all existing and proposed structures including the number of stories, gross floor area, location of building entrances and exits, and distances between buildings.
- _____ h. Provide a flood statement noting FIRM Panel number and Base Flood Elevation.
- _____ i. Show all building lines in accordance with Chapter 70 and Appendix A of the Code of Ordinances.
- _____ j. Provide details on fencing and landscaping per the Code of Ordinances.
- _____ k. Provide drawings of proposed fire lanes in accordance with the 2018 International Fire Code.
- _____ l. Identify all existing and proposed fire hydrants (public and private).
- _____ m. Provide the TDLR Architectural Barriers project registration number (if required).

2. OWNERSHIP INFORMATION

- _____ a. Lot, Block and Subdivision information shown if part of an existing platted subdivision.
- _____ b. Copy of Owner's property deed and recorded plat.

3. WATER LINES

- _____ a. Existing and proposed waterlines, including service leads, within the right-of-way, easements and within the subject property.
- _____ b. Existing and proposed valves, fire hydrants, blowoffs, and water meters.
- _____ c. Existing and proposed waterlines and appurtenances are labeled with the pipe materials (generally sch 40 pvc or C900 DR18 pvc) and size. Show and label proposed meters and backflow preventers.
- _____ d. Location and method of connecting proposed waterlines to existing waterlines. Specify that taps will be made by the City at the developer's expense.

4. SANITARY SEWERS

- _____ a. Existing and proposed sanitary sewer lines, including service leads, within the right-of-way, easements and the subject property.
- _____ b. Existing and proposed manholes and cleanouts. Specify that the City will make the tap at the developer's expense.
- _____ c. Flowlines of all lines, existing and proposed, at manholes and cleanouts. Show that soffits, not flowlines, are matched where pipe sizes change, and that adequate slope is provided (1% for a 6" service lead).
- _____ d. Existing and proposed sanitary sewer lines labeled with sizes and pipe material. (Generally 6" diameter SDR 26 pvc).
- _____ e. Existing and proposed lift stations if applicable.

5. DRAINAGE

- _____ a. Existing and proposed elevations (2 ft. existing contours plus existing and proposed spot elevations along the boundary and at all swales, ditches, pavement corners, grade changes, and pavement tie-in locations) on entire site. Provide sufficient spot elevations to show that no offsite drainage is blocked or altered, that grading does not exceed a 3:1 slope, that the site drains properly, and that existing elevations along the boundary are maintained.
- _____ b. Provide drainage arrows indicating proposed drainage flow direction.
- _____ c. Existing and proposed drainage inlets, culverts and storm sewer piping.
- _____ d. Proposed and existing drainage inlets labeled with sizes, top of grate elevations, flowline elevations

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- _____ of proposed and existing piping and the type of pipe material (Generally SDR 26 pvc, RCP, or HDPE).
- _____ e. Drainage calculations for the proposed storm sewer, swales, ditches, and other drainage facilities. Calculations shall be performed in accordance with Chapter 70 of the Code of Ordinances. Designed for a 5 year storm frequency. Drainage must comply with Montgomery County regulations.
- _____ f. Drainage area map showing onsite and offsite contributing drainage areas with supporting contour lines.
- _____ g. All building finished floor elevations shall be at least 1' above the Base Flood Elevation, where applicable, and 1' above the flowline elevations surrounding the building.
- _____ h. Provide a Storm Water Pollution Prevention Plan or proof of exemption.
- _____ i. Provide proof of approval from Montgomery County Drainage District 6.
- _____ j. Provide a Storm Water Quality Management Plan or proof of exemption.

6. PARKING LOTS

- _____ a. Limits of existing and proposed parking lots and curbing clearly shown. All parking and maneuvering area shall be off-street. No curbs are allowed on driveways in the right-of-way of uncurbed streets.
- _____ b. Existing and proposed elevations clearly indicating drainage flow paths.
- _____ c. Existing and proposed parking lot pavement material indicated. Proposed parking lots shall be asphalt or concrete.
- _____ d. Total number of parking spaces required per ordinance and the total number of spaces provided. Building floor plan and use of building.
- _____ e. Dimensions of parking spaces as set out by ordinance (160 square feet per space)
- _____ f. Driveways meeting City of Oak Ridge North width, spacing, and design requirements.
- _____ g. Dumpster locations with screening and access route shown.
- _____ h. Retaining walls must be clearly labeled and fully designed, including dimensions, construction details, and complete, sealed calculations showing the wall will not rotate or slide.

7. STREETS

- _____ a. Existing and proposed right-of-way along the street adjacent to the lot or tract.
- _____ b. Existing and proposed edge of pavement along the street adjacent to the lot or tract.
- _____ c. Existing and proposed edge of pavement and curbing elevations along the street adjacent to the lot or tract.
- _____ d. Existing and proposed storm sewer inlets piping and roadside ditches along the street adjacent to the lot or tract.
- _____ e. Existing and proposed storm sewer and ditch flowline elevations.
- _____ f. Existing and proposed street pavement material indicated.
- _____ g. Provide sidewalks if required by ordinance.
- _____ h. Location of all curb cuts.

The undersigned _____ Owner/ _____ Agent/ _____ Contractor, has read all the information contained in this application, agrees to conform to all applicable Federal, State, and local laws, and certifies the information provided herein is true and correct.

Signature of Applicant	Printed Name	Date
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How do you prefer to receive correspondence? Please circle one. Mail, E-Mail, Fax, Pick-up.